

# polly barker : event & production manager

With over 5yrs freelance experience, I have developed a passion for producing events that are entertaining & creative with a strategically organised infrastructure. I am passionate & enthusiastic about my work & enjoy the challenge of piecing together the puzzle! I take a level-headed approach to all projects & enjoy working with new clients, helping to realise their vision within a practical, timely & cost sensitive framework.

Below is a list of both past & present clients, indoor & outdoor projects. Please see my website for detailed info & pictures.

**PRODUCTION MANAGER, WHITE NIGHT FESTIVAL: Brighton, 1 day (overnight), various capacity** **2011**  
Responsible for overall production management of annual overnight multi-arts festival, encompassing 30 outdoor elements & 30 venues across the city.

- Pre-production management of all out & indoor elements, providing relevant support dependant on artist needs
- Liaison with local authorities and key stakeholders
- Management of site crew & technical suppliers
- Author of Event Management Plan, including Safety Plan & Risk Assessments

**HEALTH & SAFETY OFFICE MANAGER, SECRET GARDEN PARTY: Huntingdon, 4 days, 28,000 capacity** **2011**  
Responsible for operating radio control for the Health & Safety Team, including Food Safety Team.

- Radio communications between H&S, Food Safety & Site teams and with Local Authorities/Police/Fire
- Control log record keeping
- Liaison with other production & site teams
- Risk Assessment of art & activity installations where necessary
- Management of H&S response to incidents & emergencies

**(AREA) PRODUCTION MANAGER, GREENBELT FESTIVAL: Cheltenham Racecourse, 4 days, 22,000 capacity** **2010**  
Responsible for site-wide build & de-rig of particular infrastructure for large sized multi-arts Christian festival, scaling back during festival week to area manage final build of half the site.

- Pre-production sourcing/contracting/scheduling of particular contractors
- Pre-production updating of online production database & schedule
- Site-wide management of paid & volunteer site crew for building campsite, décor, scaffolding
- Overseeing contractor distribution & installation for all furniture, cabins, toilets, showers, stored equipment (4 artics full!), wood, catering equipment, vehicles & plant
- Overseeing final completion of internal venues within grandstand plus 9 large external marquees & traders & caterers
- Liaison with volunteer festival teams inc front desk, signage, access, traffic, box office, press, artist liaison

**EVENT MANAGER, SPRINGWATCH FESTIVAL: Stanmer Park, Brighton, 1 day, 15,000 capacity** **2008 – present**  
Responsible for producing Brighton & Hove City Council's annual wildlife festival

- Writing & maintaining complete Event Management Plan inc. Safety & Security Plans
- Key Stakeholder/partners communication
- Local authority liaison to obtain relevant licences/permissions
- Exhibitor research/booking/liasing
- Entertainment research/booking/liasing
- Sourcing/procuring/contracting suppliers & materials
- Devise/prepare & manage production & entertainment schedules
- Site design & on-site management of build & de-rig

**SITE MANAGER, END OF THE ROAD FESTIVAL: Larmer Tree Gardens, Dorset, 4 days, 8,000 capacity** **2008 – present**  
Responsible for build & de-rig of all infrastructure for medium sized music festival site, inc arena, market, orbit stage, big top & smaller venues according to Production Managers Site Plan & Schedules

- On-site contractor management inc marquees / big top / orbit stage / fencing / toilets / showers / cabins
- Management of paid / volunteer site crew & production office staff for site build, radios, accommodation, keys, vehicles
- Liaison with local authorities on site, ground staff, security & stewarding teams to ensure safe running of festival
- Final call on all build & de-rig traffic to site and during festival all site related vehicles / deliveries

**PRODUCTION MANAGER, THE ONE EVENT LTD: Various indoor events, London, 200-1,000 capacities** **2007 – 2009**  
Responsible for technical, infrastructure & entertainment pre-production & on-site management of various high-profile events

- 'Live The Dream Foundation Launch Party' for Rio Ferdinand, Old Billingsgate, 1,000 guests, dinner & music
- 'Spirit of London Awards' in aid of Damiola Trust, Alexandra Palace, 1,000 guests, dinner/music/awards ceremony
- 'Yes We Can' celebration of President Obama's election, Intercontinental Hotel Park Lane, dinner/music/live broadcast
- '18<sup>th</sup> Birthday Party' for Choice FM, Sheraton Hotel Park Lane, dinner/music
- 'Gift of Life Ball' for Afro Caribbean Leukaemia Trust, Intercontinental Hotel Park Lane & Altitude 360, dinner/music/auction
- 'Celebration of Life' gala fundraiser for Jo's Trust Cervical Cancer, Lindley Hall, dinner/music/auction

**OTHER PROJECTS & EVENTS:**

<b>ROLE</b>	<b>EVENT / PROJECT / SHOW</b>	<b>CLIENT</b>	<b>DATE</b>
SITE MANAGER	HENDRICKS CARRIAGE OF CURIOSITIES	HENDRICKS GIN/STEELY FOX	2011
VENUE MANAGER	CAMDEN CRAWL	RONIN EVENTS	2011
SITE MANAGER	ROBIN HOOD PANTOMIME	ENTOURAGE LIVE	2010-2011
PRODUCTION ASSISTANT	WINTER WONDERLAND	PWR EVENTS	2010 – 2011
DELEGATE MANAGER	SAMSUNG	EVENT CONNECTIONS	2010 - PRESENT
VENUE & STAGE MANAGER	CHELTENHAM JAZZ FESTIVAL CHELTENHAM LITERATURE FESTIVAL	CHELTENHAM FESTIVALS	2010 - PRESENT
PRODUCTION MANAGER	BIRDCAGE BANDSTAND OPENING	BRIGHTON & HOVE CITY COUNCIL	2009
PRODUCTION CO-ORDINATOR	WHITE NIGHT	HANDSRPUNG	2008 - 2010
SITE MANAGER	SÉANCE	BRIGHTON FESTIVAL	2008
SITE MANAGER	RED ALL OVER	SUSANNAH WATERS	2008
PRODUCTION MANAGER	LANSDEER FESTIVAL	ROWAN ARTS PROJECT	2007 – 2009
PRODUCTION MANAGER	LEWES LIVE LITERATURE FESTIVAL	LEWES LIVE LIT	2007 – 2009
VENUE MANAGER	SHAKESPEARE SCHOOLS FESTIVAL	SSF	2007 – PRESENT
FESTIVAL PRODUCTION OFFICE MANAGER	GREENBELT FESTIVAL WYCHWOOD FESTIVAL CHELTENHAM BIBLE FESTIVAL MORGAN MOTOR CENTENARY	EVENT & MANAGEMENT SERVICES	2007 – 2009
PRODUCTION MANAGER	TERRA INCOGNITA DESECRATION	FOOLISH PEOPLE	2007
PRODUCTION MANAGER	SHALL WE DANCE?	RAGROOF THEATRE	2007
PRODUCTION MANAGER	LET'S DANCE	AGE CONCERN	2007
EVENT CO-ORDINATOR	VARIOUS	THE BUSH THEATRE	2007
AREA MANAGER	BRIGHTON MARATHON LONDON-BRIGHTON BIKE RIDE FAT BOY SLIM BIG BEACH BOUTIQUE LEWES BONFIRE STREETS OF BRIGHTON PRIDE	SELECT SECURITY	2006 - PRESENT
SITE MANAGER	CHILDREN'S PARADE BURNING THE CLOCKS	SAME SKY	2006 - PRESENT
EVENT MANAGER	SCREEN NATION FILM & TV AWARDS	SCREEN NATION	2006 - 2007
EVENT ASSISTANT (Arts Council Internship)	GREENSPACES FESTIVAL	Oh! ART	2005
OPERATIONS/FRONT OF HOUSE MGR	VARIOUS	WORTHING THEATRES	2004 - 2006
ASSISTANT ARTIST MANAGER	FAZE ACTION	SUBLIME MUSIC	2002 - 2003
EVENT MANAGER	VARIOUS	UNIVERSITY RADIO FALMER	1999 - 2002

**EDUCATION & TRAINING:**

<b>BA HONS : UNIVERSITY OF SUSSEX, BRIGHTON</b>	Oct 99 – July 02	<b>First Aid at Work</b>	2010
History with Cultural & Community Studies 2:1		<b>Enhanced CRB Check</b>	2009
<b>A LEVEL : LA SWAP SIXTH FORM, LONDON</b>	Sept 96 – July 98	<b>Crowd Dynamics</b>	2008
History B German B French C		<b>Fire Safety At Work</b>	2007
<b>GCSE : PARLIAMENT HILL GIRLS SCHOOL, LONDON</b>	Oct 91 – July 96	<b>Personal Licence Holder</b>	2005
9 GCSE's (A & B grades) including English & Maths		<b>Producing Risk Assessments</b>	2005
		<b>First Aid &amp; Resuscitation</b>	2004